

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, January 5, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay,

Present: Chair Jesse Brunette, Bill Clancy, John Vander Leest
Excused: Vicky Van Vonderen, Tim Carpenter
Also Present: Doug Hartman, Dr. Watermolen, Lori Denault, Doug Hartman, Rolf Johnson, Scott Anthes, Neil Anderson, Troy Streckenbach, Other Interested Parties

I. Call to Order:

The meeting was called to order by Vice Chairman Tim Carpenter at 5:05 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to approve with the #16a addition. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify minutes of December 1, 2011.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 1. Communication from Supervisor Erickson re: Update on reducing County Board Launch fees to seniors (65 and over) from \$30.00 to \$20.00. *Held for one month.***

Chair Brunette stated that he had spoken with Supervisor Erickson and he was o.k. with holding this for one month as Asst. Park Director Doug Hartman had a meeting to attend.

Hartman informed that he had attended one meeting already and stated DePere voted at their park meeting not to support a senior discount. At the same time they would be happy to hear Supervisors Erickson's thoughts on it and feedback from citizens. He informed that there was another meeting scheduled for Thursday, January 19, 2012 at 6:30pm.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

- 2. Communication from Supervisor Vander Leest re: Request to include a commitment of future excess Room Tax Monies in Brown County toward the Resch Center, Shopko Hall, and Arena Complex Capital needs. This would be included in our resolutions related to supporting the KI Expansion. *Held for one month.***

Vander Leest stated it was his understanding that they were still waiting on the details for ongoing facility needs and without that he felt they needed to wait to have the full information and suggested having a special meeting in two weeks to discuss this item.

Clancy felt this had to be spelled out very clear so that it can't be construed that they were going to give money away but retain what money is in there to meet other obligations.

Executive Streckenbach questioned if it was the wish of the committee for Administration to draft a working document of what a possible allocation to this fund. If there is no resolution at the next meeting you can't vote on it at February's County Board meeting.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to hold until a special meeting is scheduled. Vote taken. MOTION CARRIED UNANIMOUSLY

Streckenbach suggested that they make a motion to have Administration start the drafting of a working document/resolution that would identify the county's position. Vander Leest agreed.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to reconsider and have Supervisor Brunette and Supervisor Vander Leest work on a draft resolution with the components needed in the county's interest and to have the arena complex, Resch Center and all the other parties involved. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

3. **Update from Corporation Counsel John Luetscher regarding Room Tax Issues. *To hold for one month and invite Corporation Counsel John Luetscher to attend the next Ed and Rec Committee meeting.***

Chair Brunette stated that he had spoken with Luetscher and Luetscher informed that there wasn't anything new to report. Brunette informed that this was a standing item.

Vander Leest felt that if they were going to have a special meeting they should have Luetscher there to give input on the resolution and any other questions related to the room tax.

Streckenbach stated that the refinancing of the CDA bonds for the Resch Center is scheduled to be brought before the Administration Committee and County Board. The importance to this is that it ultimately will affect the stabilization funds highest payment in 2019. It will drop it from \$5.1 to \$3.8 million roughly. The benefit is that they are roughly at \$5.6 million in the stabilization fund. When talking about a lot of moving parts, this is one of those areas that address the KI expansion, the needs and maintenance of the current assets and future projects within the county. They all intertwine as far as what is the appropriate amount that if they were to look at allocating anything from that stabilization over 17 years, what is the appropriate amount? That highest payment is a crucial component.

Vander Leest felt this would be a hot issue and felt they should invite the entire County Board.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to hold for one month and invite Corporation Counsel John Luetscher to their special meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

NEW Zoo

4. **Budget Status Financial Report for November, 2011.**

NEW Zoo Director Neil Anderson stated things looked good. They had a few expenses from the veterinarian which were up a little but they adjusted everything else.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Budget Adjustment Request (#11-167): Increase in expenses with offsetting increase in revenue.**

This was a donation from ITT for \$500 to be used for sponsorships for special events.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Budget Adjustment Request (12-05): Increase in expenses with offsetting increase in revenue.**

This was another donation from the Robinson Family. They donate annually at the end of the year towards expenses associated with general supplies for the facility.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Zoo Monthly Activity Report.**

a. **Operations Report.**

- i. **Admissions, Revenue, Attendance.**
- ii. **Gift Shop, Mayan, Zoo Pass, Misc Revenue.**

Anderson provided handouts related to their December numbers (attached) and spoke in regard to them. He informed that the attendance numbers for Oct, Nov and Dec were up however the overall attendance for the year was down from 254 to 241. The beginning of the year they had a rough start with the weather but picked up for it at the end.

The weather right now was perfect and they sent out a press release that one initiative this year was to have half price admissions during January and February.

The gift shop, they were up the last three months but down for the overall year which is a per cap basis. The per cap was up \$1.15 vs. \$1.05 the year before. Taste of the Tropics, the per cap was slightly down but the last three months was up as well. They almost made the full ground up with the Taste of the Tropics.

They had seen a significant increase in zoo passes during November and December. He felt that was a good indication for the coming year and that it was down last year due to the economy. As of right now they had 2,023 zoo passes sold.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Education/Volunteer Programs Report for November, 2011.**

Anderson informed that their hours were up from last year. Their intern hours were up as well. They do have a couple college interns that just started this week. One thing they plan to concentrate on year-round is having a number of college interns out there working and getting credit. They are seeing an increase in intern opportunities right now.

They are in the process of moving their education operations into the new building. They spent time in December and into January moving in. Their educator is in the building and they have an education classroom but right now they are waiting on the fundraising for the tables, chairs,

everything they need for operation, which is the second phase, he informed everything seems to be going pretty good. Zoo education program animals will be moved from areas within the zoo to the new education building.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Curator's Report.

Anderson referred to the Collection Report in the packet and briefly spoke in regard to it.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Maintenance Supervisor Report.

Handout was provided (attached), Anderson briefly expounded on the information provided on the handout.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Zoo Director's Report.

Anderson reported that they had their Holiday Fest/Breakfast with Santa and that it went well.

A lot of the work in December was moving of offices and now they are launching into their 2012 accreditation process which will keep them pretty busy putting the material together by April 1st.

He informed that he had been working with the park staff on a number of different projects from Bay Shore to the Reforestation Camp and they had been getting together to work on the merger of the Zoo and Park departments.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to take items 20 and 21 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Items 20 & 21 were taken at this time.

Golf Course

12. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Financial Report of December, 2011.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Approve Request from WPGA to host WPGA Stoke Play Championship on June 25, 2011.

Golf Superintendent referred to the letter in the packet requesting that the Brown County Golf Course be the site of a Wisconsin PGA Stroke Play tournament. There will be roughly 40-60 players. It's not an amateur event and is another way to promote the golf course.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Superintendent's Report.

Antes reported that they 17 hole project is on its way, it hasn't started but everything had been approved by the Army Corps of Engineers and have everything they need. They did a walkthrough two weeks ago to go over everything and will have another walkthrough tomorrow to finalize so they can put it out for bid assuming next week. The goal is to start it at the end of the month and should take a couple weeks to complete.

Antes informed that he had sent out a letter (attached) to the First Tee. He explained that it noted the golf course was still interested in the project but needed 100% commitment to go forward. He hasn't received anything back yet. Brunette felt it was an appropriate letter to keep things moving and lets them know the county was still in interested but notes there is some urgency to it. Antes informed that he had spoken with the Wadsworth foundation about this letter and they responded that the project was basically done. They were not favorable with the county not signing the contract with them which allowed them to start their fundraising efforts for the project.

The warm weather had allowed them to get some tree trimming projects taken care of which had been nice.

Lastly, Antes informed that he had brought this up last year but the Clubhouse Floor will be brought back up to code and will be looked at to get a definitive answer on what is happening to this floor. They are trying to figure out the best route to get under the floor. He hasn't seen it fall since last year so it may be an issue during the spring. He will continue to keep the committee informed.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Museum

16. Attendance and Admissions for November, 2011.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

#16a. Resolution re: Change in Table of Organization Museum Guest Services Coordinator.

Museum Director Rolf Johnson informed that he had two recent departures of staff with retirements, the Director of Security/Security Officer and their only Clerk Typist. He informed that although they gave two weeks the Clerk Typist only worked three days a week and it had an impact of getting some of the metrics he planned to report on this week.

As indicated previously Johnson informed that he had intended to put a greater emphasis on museum guest/visitor services rather than just security. He wanted to have the opportunity to reconfigure or add to the org chart but with the rapid departure of the Security Officer he had made the request to HR to see if they could fast track changing that position of Security Officer to a similar position that the zoo had, Guest Services Coordinator. Johnson provided pertinent supporting documents (attached) and answered questions from committee.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Museum Director's Report.

Johnson provided several handouts (attached) and spoke briefly with regard to them.

Johnson informed that they had exceeded their revenue projections for the first year and had come in at about 95% of their attendance projections.

Vander Leest questioned if they would consider bringing on interns from local colleges and encouraged Johnson to look into that opportunity. Johnson stated that they could use interns for some of their tasks, and they do have a few interns but not enough. Long term they have to build a stable of intern opportunities but Johnson informed that he would double down on this.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

18. Budget Status Financial Report for November, 2011.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Director's Report.

Library Director Lynn Stainbrook provided a handout re: Library Report, December, 2011 (attached).

Stainbrook gave a presentation with regard to the new skylights. She informed it was funded with a \$300,000 Federal grant. There will be a ribbon cutting with Congressman Reid Ribble on Saturday, January 28, 2011 at 9:15am. Library staff informed that they will continue to track their energy conservation and will update the committee when they get the data.

There are over 40 way finding signs installed all over the county directing people to the library.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Parks

20. Budget Status Financial for November, 2011.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Director's Report.

Assistant Park Director Doug Hartman informed that they were venturing into their new role where five park employees were over at the Highway Department and will be there until the end of March. They are all making sure they understand their roles but they are working through it and things are going well. The Park office will be located on the first floor of the Northern Building, behind the County Clerk and in the former Veteran's office. Drywall is up, electricity is in, and some painting done. They should be moved in in about two to three weeks.

The transition had started to occur. Hartman informed that there was an interesting hurdle with the title. In the budget book they were called Zoo and Park Management. Their thought would be to incorporate that title in their brochures but Brown County Zoo and Park Management brought up concerns in that the zoo changed names to the Brown County Zoo. They were trying to keep their separate identities so the parks brochures will state Brown County Park Management but for budget purposes listed as Zoo and Park Management.

They are getting into their winter season. The current weather with no snow had allowed them to catch up on a few projects before some of the staff left for the highway. He felt they were prepared for it and will do the best they can with the reduction of staff that they have.

Motion made by Supervisor Clancy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

The committee moved back to item 12 at this time.

Resch Centre/Arena/Shopko Hall

22. Complex Attendance for the Brown County Veterans Memorial Complex.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

24. Audit of bills.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

25. Such other matters as authorized by law.

The committee suggested holding the special meeting at the Arena/Resch Center. For the next agenda remove item #23.

Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to adjourn at 6:28 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted, Alicia A. Loehlein, Recording Secretary

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE
2011 REPORT
2009, 2010, 2011**

Paws & Claws Gift Shop					2009	2010	2011
	2009	2010	2011	(-)/(+)	PER CAP	PER CAP	PER CAP
January	\$ 830.17	\$ 1,100.43	\$ 850.64	\$ (249.79)	\$1.03	\$ 1.32	1.44
February	\$ 2,830.32	\$ 1,733.75	\$ 1,813.73	\$ 79.98	\$1.12	\$1.05	1.46
March	\$ 5,913.59	\$ 10,694.13	\$ 4,436.34	\$ (6,257.79)	\$0.87	\$ 0.91	1.08
April	\$ 15,107.46	\$ 25,606.74	\$ 12,644.60	\$ (12,962.14)	\$0.67	\$ 0.87	0.75
May	\$ 36,771.02	\$ 41,462.02	\$ 36,626.74	\$ (4,835.28)	\$0.87	\$ 1.09	1.05
June	\$44,494.48	\$45,906.57	\$44,855.32	\$ (1,051.25)	\$0.83	\$ 1.10	1.04
July	\$ 49,436.74	\$ 44,312.40	\$ 46,882.07	\$ 2,569.67	\$0.89	\$ 1.13	1.17
August	\$ 41,274.65	\$ 48,932.87	\$ 50,252.33	\$ 1,319.46	\$0.98	\$ 1.16	1.03
September	\$ 16,858.13	\$ 16,193.99	\$ 15,149.13	\$ (1,044.86)	\$0.78	\$ 0.90	0.97
October	\$ 13,326.57	\$ 17,078.70	\$ 18,782.65	\$ 1,703.95	\$0.94	\$ 0.61	0.60
November	\$ 4,147.86	\$ 2,444.98	\$ 3,733.23	\$ 1,288.25	\$0.69	\$ 0.97	1.39
December	\$1,708.66	\$1,847.89	\$3,659.67	\$ 1,811.78	\$1.32	\$ 1.46	1.88
TOTAL	\$ 232,699.65	\$ 257,314.47	\$ 239,686.45	\$ (17,628.02)	\$ 0.92	\$ 1.05	\$ 1.15

Mayan Taste of Tropic					2009	2010	2011
	2009	2010	2011	(-)/(+)	PER CAP	PER CAP	PER CAP
January	\$ 589.33	\$ 1,702.25	\$ 974.96	\$ (727.29)	\$0.73	\$2.04	\$1.65
February	\$ 1,773.79	\$ 2,542.97	\$ 1,677.23	\$ (865.74)	\$0.70	\$1.54	\$1.35
March	\$ 4,509.88	\$ 13,071.01	\$ 4,831.74	\$ (8,239.27)	\$0.66	\$1.11	\$1.18
April	\$ 13,320.22	\$ 22,461.64	\$ 13,908.56	\$ (8,553.08)	\$0.59	\$0.77	\$0.83
May	\$ 32,991.35	\$ 40,170.65	\$ 33,326.69	\$ (6,843.96)	\$0.78	\$1.06	\$0.96
June	\$38,201.67	\$44,864.86	\$47,807.81	\$ 2,942.95	\$0.71	\$1.08	\$1.10
July	\$ 44,643.82	\$ 48,815.59	\$ 52,190.85	\$ 3,375.26	\$0.79	\$1.25	\$1.30
August	\$ 41,662.95	\$ 52,917.17	\$ 57,760.72	\$ 4,843.55	\$0.99	\$1.25	\$1.18
September	\$ 16,925.85	\$ 19,543.36	\$ 19,539.45	\$ (3.91)	\$0.78	\$1.09	\$1.25
October	\$ 12,192.65	\$ 22,334.07	\$ 25,618.50	\$ 3,284.43	\$0.86	\$0.80	\$0.82
November	\$ 4,135.12	\$ 2,874.40	\$ 2,972.94	\$ 98.54	\$0.69	\$1.12	\$1.10
December	\$ 1,960.99	\$ 1,797.83	\$ 2,594.06	\$ 796.23	\$1.52	\$1.42	\$1.33
TOTAL	\$ 212,907.62	\$ 273,095.80	\$ 263,203.51	\$ (9,892.29)	\$0.82	\$ 1.21	\$1.17

ZOO PASS							
MONTH	2009	2010	2011	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$ 1,827.00	\$2,317.00	\$1,385.00	\$ (932.00)	7	17	24
February	\$ 3,977.00	\$ 3,177.00	\$ 2,485.00	\$ (692.00)	14	27	41
March	\$ 12,073.00	\$17,882.00	\$8,042.00	\$ (9,840.00)	40	87	127
April	\$ 20,447.00	\$ 24,530.00	\$ 21,614.00	\$ (2,916.00)	130	213	343
May	\$ 32,600.00	\$ 28,047.00	\$ 24,232.00	\$ (3,815.00)	117	271	388
June	\$23,237.00	\$25,770.00	\$20,412.00	\$ (5,358.00)	84	238	322
July	\$ 20,025.00	\$ 18,033.00	\$ 12,127.00	\$ (5,906.00)	36	157	193
August	\$ 12,308.00	\$ 14,188.00	\$ 10,538.00	\$ (3,650.00)	20	149	169
September	\$ 7,278.00	\$ 6,816.00	\$ 5,341.00	\$ (1,475.00)	13	71	84
October	\$ 2,739.00	\$ 5,581.00	\$ 5,036.00	\$ (545.00)	14	65	79
November	\$ 3,944.00	\$ 4,494.00	\$5,802.00	\$ 1,308.00	36	56	92
December	\$ 8,273.00	\$ 8,660.00	\$ 10,079.00	\$ 1,419.00	90	71	161
TOTAL	\$ 148,728.00	\$ 159,495.00	\$ 127,093.00	\$ (32,402.00)	601	1422	2023

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2011 REPORT
2009, 2010, 2011

ATTENDANCE

MONTH	2009	2010	2011
January	806	834	592
February	2,524	1,849	1,240
March	6,941	11,754	4,112
April	22,456	29,292	16,835
May	42,282	38,070	34,741
June	53,587	41,647	43,321
July	56,199	39,142	40,042
August	42,035	42,345	48,792
September	21,738	17,938	15,637
October	14,165	27,936	31,148
November	8,020	2,571	2,883
December	1,292	1,266	1,949
TOTAL	270,055	254,344	241,102

ADMISSION & DONATIONS

MONTH	2009		2010		2011		2009		2010		2011	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
January	1,773.00	1,042.55	1,532.00	590.80	1,239.00	389.55	(293.00)	\$3.49	\$1.84	\$2.09	\$2.09	\$2.09
February	5,824.00	600.36	3,714.10	41.00	2,506.00	429.78	(1208.10)	\$2.31	\$2.24	\$2.02	\$2.02	\$2.02
March	15,750.25	281.06	27,371.74	184.00	9,465.00	83.95	(17906.74)	\$2.31	\$2.33	\$2.30	\$2.30	\$2.30
April	38,286.50	718.31	57,448.67	931.97	33,818.40	-	(23830.27)	\$1.75	\$1.96	\$2.00	\$2.00	\$2.00
May	123,197.16	755.50	118,802.99	427.56	100,768.40	515.18	(18034.59)	\$2.91	\$3.12	\$2.90	\$2.90	\$2.90
June	117,308.93	845.03	112,869.92	385.04	122,512.42	526.74	9642.50	\$2.19	\$2.71	\$2.83	\$2.83	\$2.83
July	151,684.20	1,337.71	115,654.19	483.99	123,122.83	616.58	7466.64	\$2.70	\$2.95	\$3.07	\$3.07	\$3.07
August	123,188.80	1,302.09	129,290.88	476.65	141,956.40	547.61	12665.52	\$2.93	\$3.05	\$2.91	\$2.91	\$2.91
September	64,341.99	968.33	50,826.50	657.88	50,013.28	791.07	(813.22)	\$2.96	\$2.83	\$3.20	\$3.20	\$3.20
October	12,455.25	128.60	30,096.13	131.50	36,991.97	469.46	6892.84	\$0.88	\$1.08	\$1.19	\$1.19	\$1.19
November	14,183.50	519.89	6,103.00	251.00	7,318.45	186.05	1215.45	\$2.36	\$2.42	\$2.72	\$2.72	\$2.72
December	3,449.00	2,859.00	3,390.28	1,552.00	4,801.73	271.41	1421.45	\$2.67	\$2.67	\$2.46	\$2.46	\$2.46
TOTAL	\$672,442.58	\$11,358.23	\$657,093.40	\$6,113.39	\$634,313.88	\$4,827.38	(22779.52)	\$2.46	\$2.43	\$2.47	\$2.47	\$2.47

Gift Shop, Mayan and Admissions Revenue

November 2011

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/Zoom	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Tue	1	69.25	91.26	428.00	675.18	143.00	-	-	3.60	-	-	142	49.1
Wed	2	-	14.74	10.00	8.53	177.00	1,000.00	-	-	-	-	11	45.3
Thu	3	155.76	145.52	547.00	42.18	187.00	-	50.00	-	-	-	163	50.1
Fri	4	252.33	158.86	376.00	76.78	-	-	-	-	3.79	-	152	50.1
Sat	5	345.87	476.79	1,342.00	290.53	246.00	24.00	-	-	5.69	-	474	50.1
Sun	6	155.75	202.09	467.00	318.01	-	-	87.46	-	3.79	-	189	51.1,2
Mon	7	131.21	124.08	410.00	49.29	128.00	275.00	-	-	3.79	5,817.00	106	56.1
Tue	8	10.43	110.61	11.45	-	64.00	-	-	-	-	-	3	43.2,3
Wed	9	28.98	48.34	-	4.74	67.00	-	-	-	-	-	0	34,3,4
Thu	10	68.43	27.95	44.00	8.53	-	-	-	-	-	-	17	35.4
Fri	11	173.29	105.89	130.00	27.49	-	200.00	-	-	-	-	72	40.2
Sat	12	545.36	464.72	995.00	168.72	305.00	28.00	-	-	3.79	-	338	54.1
Sun	13	202.10	95.23	272.00	59.72	128.00	25.00	-	-	-	-	98	52,2,3
Mon	14	98.96	26.48	287.00	63.51	374.00	240.00	-	-	-	55,053.00	59	49.2
Tue	15	1.90	60.13	64.00	20.85	407.00	95.00	-	-	1.90	-	19	48.1
Wed	16	66.91	16.99	15.00	3.79	375.00	-	-	-	-	50.00	17	36.1
Thu	17	59.81	23.97	40.00	18.01	3.00	-	-	-	-	-	22	32.1
Fri	18	16.98	22.19	53.00	41.94	64.00	-	-	-	-	-	19	44.2
Sat	19	107.79	18.23	135.00	24.64	64.00	-	-	-	-	-	72	36,2,3
Sun	20	62.10	43.29	82.00	22.75	64.00	5.00	-	-	-	-	40	36.2
Mon	21	65.86	4.48	46.00	3.79	507.00	-	-	-	-	-	17	30.2
Tue	22	156.24	59.46	117.00	37.91	318.00	-	-	-	-	-	40	39,1,2
Wed	23	175.30	57.87	85.00	85.69	118.00	110.00	-	-	1.90	-	82	31.2
Thu	24	74.29	37.37	46.00	22.75	-	-	-	-	-	-	23	44.1
Fri	25	400.31	355.52	913.00	209.48	190.00	-	-	9.00	3.79	-	375	50,1,2
Sat	26	147.11	50.06	159.00	55.92	67.00	-	-	-	-	-	44	44.2
Sun	27	55.03	48.31	149.00	45.50	372.00	-	-	-	3.79	-	63	30.2
Mon	28	4.49	9.81	3.00	63.51	433.00	-	48.59	1.00	-	-	10	32.2
Tue	29	34.45	3.73	58.00	13.27	315.00	35.00	-	-	-	-	12	38.2
Wed	30	66.94	68.97	34.00	8.53	689.00	75.00	-	10.00	-	-	14	39.2
		-	-	-	-	-	-	-	10.00	-	-	0	0
Total		\$ 3,733.23	\$ 2,972.94	\$ 7,318.45	\$ 2,471.54	\$ 5,805.00	\$ 2,112.00	\$ 186.05	\$ 33.60	\$ 32.23	\$ 60,920.00	2,693	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain

4 = Snow

Volunteers

Total Attendance

2693

Gift Shop, Mayan and Admissions Revenue December 2011

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/Zoom	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Thu	1	676.32	25.90	15.00	1.90	180.00	-	-	5.00	-	-	8	34.3
Fri	2	13.82	12.34	30.00	11.37	64.00	-	-	15.00	-	-	15	32.1
Sat	3	78.44	23.90	15.00	16.59	323.00	25.00	47.41	5.00	-	-	11	39.3
Sun	4	245.20	41.94	50.00	108.82	315.00	25.00	-	5.00	-	-	20	37.1
Mon	5	35.45	40.16	-	29.38	318.00	115.00	-	149.00	-	-	8	32.2
Tue	6	14.99	24.20	10.00	13.27	495.00	90.00	-	65.00	-	-	12	29.1
Wed	7	73.96	17.40	10.00	12.32	744.00	50.00	-	80.00	-	-	20	26.2
Thu	8	33.42	4.82	34.00	9.48	618.00	25.00	-	5.00	-	-	9	25.1
Fri	9	56.87	24.49	148.00	2.84	320.00	50.00	-	20.00	-	-	4	21.1
Sat	10	294.56	60.75	167.00	36.02	192.00	-	-	35.00	-	-	42	26.2
Sun	11	36.17	16.63	60.00	17.06	241.00	-	-	-	1.90	-	34	41.1
Mon	12	48.96	68.98	55.00	2.84	265.00	-	50.00	-	-	-	22	38.2.3
Tue	13	26.45	9.46	38.00	12.32	531.00	75.00	-	-	-	-	22	40.2
Wed	14	27.95	27.78	13.00	16.11	367.00	481.00	-	167.50	-	-	31	0
Thu	15	3.62	3.11	29.00	2.84	187.00	-	-	-	-	-	15	32.2
Fri	16	180.78	204.39	189.00	31.28	490.00	35.00	-	-	-	190.00	136	29.2
Sat	17	384.52	741.87	885.01	69.19	697.00	-	-	15.00	-	-	346	30.1
Sun	18	111.82	61.10	92.00	33.18	362.00	41.00	3.00	12.50	-	125.00	53	27.2
Mon	19	76.81	-	86.97	22.78	763.00	150.00	-	13.00	-	-	22	36.2
Tue	20	102.17	126.49	77.00	21.80	639.00	25.00	-	-	-	-	36	33.1.2
Wed	21	78.01	25.53	469.00	14.22	279.00	100.00	-	140.00	-	-	142	36.2
Thu	22	93.82	23.18	111.00	45.50	131.00	25.00	-	25.00	-	616.00	24	30.2
Fri	23	134.36	28.91	76.00	36.97	866.00	25.00	-	17.50	-	-	43	25.2.3
Sat	24	162.71	67.54	62.00	9.48	246.00	-	-	-	1.90	-	32	23.1
Sun	25	107.67	90.14	142.00	47.39	64.00	-	-	-	-	-	48	32.1.2
Mon	26	85.02	224.65	716.75	96.68	64.00	-	-	4.00	1.90	-	226	40.2
Tue	27	39.70	120.68	261.00	64.45	128.00	-	150.00	-	-	-	89	29.2
Wed	28	105.27	119.49	172.00	59.72	-	-	-	11.00	-	-	117	22.1
Thu	29	136.12	90.75	185.00	49.29	128.00	-	-	-	-	-	60	23.1.2
Fri	30	139.67	162.38	325.00	144.79	62.00	-	21.00	-	-	-	137	32.2
Sat	31	55.04	105.10	278.00	91.94	-	-	-	-	1.90	-	165	37.2
Total		\$ 3,659.67	\$ 2,594.06	\$ 4,801.73	\$ 1,131.82	\$ 10,079.00	\$ 1,337.00	\$ 271.41	\$ 789.50	\$ 7.60	\$ 931.00	1,949	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Volunteers

Total Attendance

1949

NEW ZOO:

Maintenance Report December 2011

Melanie Novinska

General Site work- Cleaning & Landscaping: Winterizing/Seasonal closing of exhibit ponds: Splash Pools assisted in training of winterizing including blowing out lines and plugging pipes in Penguin Exhibit. Waddle Crane pond was pumped out to the Elk area and power washed. Deep- cleaned and added air freshener/atomizers to Mayan and Visitor Center restrooms. Maintenance added woodchips to areas around Barth entrance, area west of Macaws Exhibit and snow monkey exhibit. Added gravel to "shoulder" of path in front of tropical birds between snow monkey exhibit and playgrounds. Closed all playground areas with fencing, chain and tape for the winter. Put tarp up around carousel. Roped off paths to outdoor Giraffe Exhibit/Tower and Penguin viewing window. Snow removal and salting practices are in place and going smoothly.

General Repair Projects: Removed North trails wood overhead sign for repair and painting. At the Wattle Crane exhibit we painted hut, added some new "grass" to hut, added sand base to hut and strengthen and secured fencing. Barth Building water shut off as of 12/23/11 due to an underground pipe crack inspected by professional plumber. We will address this issue in the spring. Therefore, bathrooms in this building are secure. Repaired large A&A scale per Dr. Gilbert 's request. RSI replaced the condensing unit for the Mayan walk-in freezer. Installed new electrical heater in Otter Den – wired by Ken. Completed oil, filter and lube and general maintenance and inspections on all park vehicles including truck and Zoo mobile. In January we will need to replace a tire on Bobcat 3 Zookeeper cart.

Remodel & New Construction Projects: Prepared and added door to storage pen behind gray shed for the new waddle crane. Completed Tamarin Exhibit – wall mural, secure aluminum cage roofing, shelter boxes and new lighting.

Staff : Created new daily checklist which includes restroom cleaning, safety inspections, maintenance requests, special projects/work orders, supplies needed and meetings. Melanie, Tim and Mike all trained to complete it daily. Training of Archibus via phone with Rita - Rita will come to Zoo in January to complete training. Completed all work orders for December. Hank on medical leave.

Inspections: Daily tour of zoo facilities including safety inspections of playground equipment, carousel & train, perimeter fence & railings, housekeeping. Melanie updated all MSDS manuals. Trained staff on monthly well testing at four locations.

General Supplies Inventory: Keeping a smaller supply of cleaning products and trash liner inventory. Tim and Melanie will do physical inventory prior to 1st of New Year. Mike labeled all bottles with proper warning labels and created "master list" of warning labels. Parking lot salt supply inventory good.

New Education Building Project: Assisted in move of Administration and Volunteer Coordinator to the new building. Maintenance was trained by CEC on the alarm system in new building. Moved Zookeeper's office and supplies from Animal Hospital to Barth building including their laundry facilities. Moved Neil from Barth building to Animal Hospital office. Added MSDS manual to New Ed building.

Special Event: Holiday Fest – December 16 and 17 - Installed ground flood lights to exhibits, installed Parrot and Eagle lighted structures to park, added blow ups to Children's zoo and penguin area prior to event and removed after event.

Golf Course

Brown County

897 Riverdale Drive
Oneida, WI 54155

Scott P. Anthes

PHONE: (920) 497-7819 FAX: (920) 497-5510 WEB: www.browncountygolf.com

Superintendent

December 16, 2011

Mr. Tim Drossart
761 E. ST. Croix Circle
Green Bay, WI 54301

Dear Mr. Drossart:

For the last two years Brown County Golf Course has been looking at entering an agreement with the N.E.W. First Tee, this would allow them to build a short course and practice facility on the extra land that the Golf Course currently owns. We are very excited about the project and what it could do to help both parties and the game of golf here in Brown County. We feel this project fits in nicely with what the County, as a whole, is trying to support. That is why on September 21st, 2011 the Brown County Board voted to approve this agreement.

As of this date the agreement has yet to have been signed, due to new information that has been brought to the County's attention. When we first started discussing this project we were under the understanding that once an agreement was in place the only site being considered as the main office for the N.E.W. First Tee would be the Brown County Golf Course. It has been brought to our attention that N.E.W First Tee is still considering using other sites as their main office. Brown County feels that before we can sign this agreement we need 100% commitment from the N.E.W. First Tee, that the County's land is the only site being considered for their main office. The County feels that the land should not be tied up for 5 years if there is not 100% commitment to it by N.E.W First Tee.

We would just like to stress that we are still very excited about this project and want to see it take off and succeed, the County is prepared to enter into a final agreement with the N.E.W First Tee when the N.E.W. First Tee can fully commit to the County and the use of their land for the main offices. Thank you for your time and please feel free to contact me with any questions.

Sincerely,

Scott Anthes



Turning
Brown

Neville Public Museum Attendance and Admissions
November 2011

Attendance												
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Tues	12	1	2	4		1			0	20	\$65
2	Wed	18			9	3	8	68		136	242	\$106
3	Thurs	26	4	5	10	2				325	372	\$142
4	Fri	44	4	6	11		47		2	316	430	\$336
5	Sat	66	18	7	21	7	13		3	10	145	\$410
6	Sun	35	10	6	6	2				0	59	\$205
7	Mon	10		1	14	1	4			96	126	\$58
8	Tues	8			7	2	16		3		36	\$72
9	Wed	9		1	12	6	6	26	3	98	161	\$57
10	Thurs	23			26	4			1	48	102	\$115
11	Fri	20	3	6	28	6	3		2	96	164	\$115
12	Sat	43	17	18	5	8	266		2	338	697	\$798
13	Sun	45	16	2	2	1			10	138	214	\$273
14	Mon	21	2	1	10	2			5	100	141	\$111
15	Tues	11			9	2			1	62	85	\$55
16	Wed	4		1	7	2		47		138	199	\$20
17	Thurs	16		2	16	3	5		3	0	45	\$90
18	Fri	20	4	4	18	1			4	90	141	\$112
19	Sat	37	21	7	10	7	7		9	78	176	\$262
20	Sun	6	4	4							14	\$42
21	Mon	9		2	7	7	2			104	131	\$49
22	Tues	22	5	6	4	6			1	0	44	\$125
23	Wed	15	4		13	7		11	1	51	102	\$87
24	Thurs	Thanksgiving	closed							0	0	\$0
25	Fri	152	35	34	14	14			1	0	250	\$865
26	Sat	219	82	54	11	9			8	0	383	\$1,341
27	Sun	95	32	25	10	8			1	0	171	\$571
28	Mon	37	1	3	6				2	17	66	\$188
29	Tues	29	3	0	5	7	41		4	47	136	\$227
30	Wed	31	2	4	15	2		124	2		0	\$161
TOTAL		1,083	268	201	310	119	419	276	68	2,288	4,852	\$7,058
										Nov-10	4,189	\$5,352

**Neville Public Museum Attendance and Admissions
December 2011**

Attendance 2011												
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Thurs	21	1	4	12	1	11				50	\$130
2	Fri	36	13	8	13	2			2	251	325	\$219
3	Sat	144	38	36	31	9			2	98	358	\$833
4	Sun	91	23	36	13	12			4	0	179	\$524
5	Mon	20	3	4	11	8			8	0	54	\$109
6	Tues	33		7	5	3	63		5	51	167	\$291
7	Wed	39		5	12	1	146		10	93	306	
8	Thurs	47	1	12	15	5	2		3	97	182	\$242
9	Fri	47	4	20	17	4	8		4	0	104	\$260
10	Sat	243	89	56	25	7	0		1	128	549	\$1,482
11	Sun	93	40	35	18	2			3		191	\$585
12	Mon	24		5	5	3	2				39	\$125
13	Tues	39	1	13	6	5			1	44	109	\$198
14	Wed	34	2	7	16	4	14		9	25	111	\$204
15	Thurs	13	3	1	14	8	19			105	163	\$112
16	Fri	42		13	8	9			5		77	\$211
17	Sat	226	69	63	25	16			3	5	407	\$1,337
18	Sun	87	34	28	18	2				25	194	\$537
19	Mon	48	7	11	4	3			7		80	\$262
20	Tues										0	
21	Wed										0	
22	Thurs										0	
23	Fri										0	
24	Sat										0	
Christmas												
26	Mon										0	
27	Tues										0	
28	Wed										0	
29	Thurs										0	
30	Fri										0	
31	Sat										0	
TOTAL		1,327	328	364	268	104	265	0	67	922	3,645	\$7,661
										Dec-10	7,373	\$12,929

Visitors =	3,645
Outreach =	0
Grand Total Visitors & Outreach	3,645

November 7, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
MUSEUM
GUEST SERVICES COORDINATOR

WHEREAS, the Neville Public Museum currently has a vacant 1.00 FTE Security Officer position; and

WHEREAS, Human Resources in conjunction with the Museum evaluated the needs of the department and the services provided to the public; and

WHEREAS, it was determined that a Guest Services Coordinator would better fit the needs of the department by overseeing the contracted Security and Admissions staff while also providing a welcoming and interactive experience for museum guests; and

WHEREAS, the cost of this position would be offset by the deletion of (1.00) FTE Security Officer position and savings from the time the position has been vacant will cover the additional cost; and

WHEREAS, the Human Resources Department in conjunction with the Museum are recommending the deletion of (1.00) FTE Security Officer and the addition of 1.00 FTE Guest Services Coordinator to the Museum Table of Organization; and

WHEREAS, it is further recommended that the position be maintained in Grade 12 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the deletion of (1.00) FTE Security Officer and the addition of 1.00 FTE Guest Services Coordinator to the Museum's Table of Organization.

BE IT FURTHER RESOLVED, that the position be maintained in Grade 12 of the Classification and Compensation Plan.

Budget Impact

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Security Officer	(1.00)	Deletion	\$(35,098)	\$(19,562)	\$(54,660)
Guest Services Coordinator	1.00	Addition	\$ 36,820	\$ 19,809	\$ 56,629
Budget Impact			<u>\$ 1,722</u>	<u>\$ 247</u>	<u>\$ 1,969</u>

This resolution does not require a General Fund appropriation because the Museum will recognize vacancy savings until the Guest Services Coordinator is hired.

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft by Human Resources and Approved by Corporation Counsel.

2012 Budget Impact
Museum
Delete (1.0) Security Officer
Add 1.0 Guest Services Coordinator

<u>2012 Budgetary Impact:</u>	Security Officer	Guest Services Coordinator	Difference
2012 Salary	(\$35,098)	\$36,820	\$1,722
2012 Fringe Benefits	(\$19,562)	\$19,809	\$247
	(\$54,660)	\$56,629	\$1,969

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

HUMAN RESOURCES DEPARTMENT MEMO

TO: Debbie Klarkowski
Human Resources Manager

FROM: Lisa Younk
Human Resources Analyst

DATE: January 3, 2012

SUBJECT: Department Reorganization at Neville Public Museum

I. Introduction:

The Human Resources Department, in conjunction with the Neville Public Museum, was asked to evaluate a reorganization of the Neville Public Museum to delete one (1) FTE Security Officer and add one (1) FTE Guest Services Coordinator.

The retirement of the current Security Officer provided the Museum Director an opportunity to evaluate the services offered to the public and the needs of the department. It has been determined that the Neville Public Museum needs a greater focus on the guests in order to provide them with a more welcoming and interactive museum experience. A Guest Services Coordinator will provide both a level of security and patron attention.

II. Research Completed

1. Discussion with Rolf Johnson, Museum Director
2. Discussion regarding the development of a new job description
3. Review of current job description
4. Review of NEW Zoo Guest Services Coordinator job description
5. Review of proposed organizational change

III. Current Situation/ Structure

The Security Officer position has been defined in the Museum Table of Organization for many years. At one time, when museums had a primary focus of artifacts and exhibits, the position was necessary to focus on the security of those items and visitor safety. In recent years museums have changed focus to create a more interactive guest experience. Although security remains a concern, technology provides alternatives that were not available years ago.

IV. Proposed Structure

Knowledge of the changing face of museums and guest expectations leads to reconsideration of the current structure. A greater emphasis needs to be placed on the needs and interests of the increasingly diverse museum audience.

The proposed Guest Services Coordinator will still oversee the contracted Security and Admissions staff while also focusing on service the museum guests.

lba

V. **Recommendation**

Changing the focus of the position from simple security to include an emphasis on guest services will allow the museum to place a greater- and more appropriate- focus on the truly critical aspects of daily museum operations.

The Security Officer position was placed at Class C of Appendix A in the 2010-2011 Neville Public Museum Employees Classification and Compensation Schedule, which was \$18.00 per hour. The new Guest Services Coordinator salary falls within the Administrative Classification and Compensation Plan at Grade 12, Step 2, which is \$17.70 per hour. The Guest Services Coordinator will work 40 hours per week/2080 hours per year, where the Security Officer worked 37.5 hours per week/1950 hours per year. Although the Guest Services Coordinator wage is slightly less, there is a small net increase of \$1969.00 overall due to the increased hours of work. Savings from the time during which the position is open will recoup the small annual cost difference.

It is recommended to delete one (1) FTE Security Officer position and create one (1) FTE Guest Services Coordinator position.

A budget impact statement is attached.



December 27, 2011

TO: Debbie Klarkowski, Brown County HR Director
CC: Lisa Younk, HR Analyst

RE: Requested Change to Security Officer Position and Table of Organization

As per our meeting regarding the above, held Wednesday, December 21st, please accept the following request.

The Neville Public Museum's Security Officer has resigned effective December 31st, 2011. This vacancy provides the opportunity to redefine this position to better address our visitor's needs. Consequently, I am requesting a change in this position from "Museum Security Officer" to "Museum Guest Services Coordinator." Please note: the latter, changed position is derived from an analogous position currently in the Table of Organization at the Brown County NEW Zoo. The justification for this proposed change would reflect the rationale already in-place at the Zoo vis-à-vis overseeing the admissions desk, customer services and in our case) contracted security/admissions staff.

Guest (i.e. visitor) services are becoming increasingly important as the Neville places a greater emphasis on the needs and interests of our diverse audiences. While the proposed change in our current Security Officer position would continue to require oversight of contracted security/admissions staff, changing the emphasis to guest services will allow us to place a greater and more appropriate focus on this critical aspect of daily museum operations. Therefore, new responsibilities will be added to this position's job description.

The Security Officer position was placed at Class C of Appendix A in the 2010-2011 Neville Public Museum Employees Classification and Compensation Schedule, which was \$18.00 per hour. The new Guest Services Coordinator salary falls within the Administrative Classification and Compensation Plan at Grade 12, Step 2, which is \$17.70 per hour. The Guest Services Coordinator will work 40 hours per week/2080 hours per year, where the Security Officer worked 37.5 hours per week/1950 hours per year. Although the Guest Services Coordinator wage is slightly less, there is a small net increase of \$2,505.36 overall due to the increased hours of work. Savings from the time during which the position is open will recoup the small annual cost difference.

\$1,969.00

As per your directive, I will work with your office to expedite this requested change so that we can fill this "new" position – if approved - as quickly as possible. To that end, I will bring this request to the next Ed & Rec Committee meeting as well as begin filling out required paperwork (e.g. a new Position Description and Request to Fill a Position form).

Please don't hesitate to contact me with any additional work required on my part to make this important change happen.

Sincerely,

/s/

Rolf Johnson
Executive Director
(920) 448-7843

DRAFT FOR DISCUSSION PURPOSES ONLY

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: GUEST SERVICES & SECURITY COORDINATOR
REPORTS TO: MUSEUM DIRECTOR
DEPARTMENT: NEVILLE PUBLIC MUSEUM
REPRESENTATION UNIT: ADMINISTRATIVE

JOB SUMMARY:

Assists the Museum Director and other professional staff in overseeing guest services and building security, including but not limited to: admissions desk functions, management and scheduling of contract security/admissions personnel, monitoring of building security systems, after-hour event coordination, membership services and supervision of volunteers working in this functional unit. Assists with special events, group sales, facility rental bookings and visitor evaluation efforts.

ESSENTIAL DUTIES:

Supervision and scheduling of all contract security/admissions personnel

Monitors security and alarm systems, and functions as a primary point-of-contact for police and fire emergencies

Directs all Guest/visitor service activities and associated planning & evaluation of efforts

Lead individual for museum, front-of-house event coordination

Assists Foundation staff with museum membership services and inquiries

Answers public inquiries and directs the public in a professional manner as needed.

Assists other designated museum staff with receipt counts and deposits revenues according to established guidelines and procedures.

Participates with guest service assessment (surveys, interviews, visitor tracking, etc.)

NON-ESSENTIAL DUTIES:

Performs related guest services and security functions as assigned.

DRAFT FOR DISCUSSION PURPOSES ONLY

MATERIALS AND EQUIPMENT USED:

Cash register/admissions software
Building security systems (computerized)
Computer and MS Office software programs
General Office Equipment/computers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two year Associate degree in a germane field required, plus experience in guest or visitor services; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Bachelor's degree preferred. Management experience required.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills, and Abilities:

General knowledge of visitor service industry and/or visitor attractions.

Knowledge of and ability to utilize a computer and required software.

Ability to monitor and utilize computer-based building security systems

Skill in customer relations and organization.

Ability to perform medium manual labor.

Ability to perform basic math and accounting functions.

Ability to operate a cash register and other admissions/ticketing devices.

Ability to oversee, organize, coordinate, train and assign work to subordinates and volunteers when needed.

Ability to communicate effectively both orally and in writing.

Ability to follow detailed instructions which may be oral and/or written.

Ability to maintain accurate and current records.

Ability to answer inquiries, complaints, and give directions effectively and with tact and courtesy.

Ability to establish and maintain effective working relationships with staff, volunteers, and the public.

Ability to work the required hours of the position.

DRAFT FOR DISCUSSION PURPOSES ONLY

PHYSICAL DEMANDS:

Lifting 50 pounds maximum

Intermittent standing, walking and sitting; occasional driving.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 01/05/12

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

**Neville Public Museum
Director's Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

January 5, 2012

Delayed delivery of metrics, financials, etc.

Due to the unforeseen resignation of two (2) key staff members at the Museum – Clerk typist Jean Hermes and Security Officer Gary Geyer - we are unable to provide required metrics (financials, attendance, etc.) for electronic review by the Ed & Rec Committee in time for the January 5th meeting. We have been in contact with Carolyn Marcique and Mary Wolske for their assistance.

Short term, we are assigning internal staff to assist with all of the other tasks these two employees were responsible for. These unanticipated departures reinforce the lack of depth in our current staffing (i.e. there's no "bench" for us to go to). Staff levels (either through added County employees, Foundation employees and/or contracted personnel) will need to be increased over the next few years to allow Museum growth and concomitant community impact to occur.

Discussion of On-going Governance Analysis

Ongoing discussion of possible changes in the governance model for the Neville Public Museum is proceeding, as per previous communications to the Ed & Rec Committee and as reflected in the minutes of both the Museum Governing Board and Neville Public Museum Foundation.

Ed & Rec Chairman Jesse Brunette will provide a short briefing along with the Museum Director in order to answer any questions individual members may have regarding this process and the goals being established for 2012.

2011 HIGHLIGHTS

The new Museum Director has been in-place for nine (9) months, and has 1) begun the process of strengthening the public/private partnership between Brown County and the Neville Public Museum Foundation; 2) begun a process of improving products and services; 3) conducted a rigorous, internal assessment of operations (SWOT analysis); 4) laid out a five-year plan for operational (exhibits, programming and administrative) activities leading up to our centennial in 2015; 5) changed the modus operandi for exhibit and program development; 6) begun outreach activities to the regional business community(ies); 7) begun collaborative work with the Port of Green Bay; 8) restructured fee schedules to increase earned revenue potential; 9) worked with existing staff to execute an organizational "culture shift."

Beginning with good news, 2011 represents the "first year" that the Museum has exceeded revenue vs. expense targets, and we should finish in a good position to hit projected 2012 goals, including associated targets for the Neville Public Museum Foundation (e.g. increased membership, strategic planning and improved products and services).

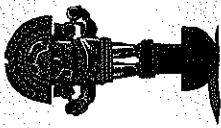
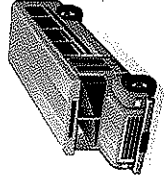

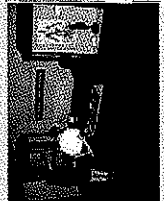


Additional Highlights Include:

- Production of the "100 Day Assessment Report and Five Year Planning Framework;"
- Developing new grant/donation funding model for work with the Foundation;
- Successfully completing 2011 exhibit schedule, with cumulative attendance targets at > 95%;
- Greater media coverage generated for Museum exhibits and programs;
- Broader community-based collaborative efforts occurring (e.g. with GBCVB, Downtown and On-Broadway business groups, sister institutions);
- New website launched;
- Major federal grant (IMLS) in-support of digitizing collections;
- New membership (Foundation) incentives for 2012.

Personnel Change/Table of Organization Change Request

Information will be provided for discussion and referral

Neville Public Museum Dashboard December, 2011

 <p>Museum Attendance YTD</p> <p>54,860</p>	 <p>Museum Revenue YTD</p> <p>\$264,887</p>	<p>Number of New Acquisitions YTD</p> <p>203</p> 
 <p>6112</p> <p>Number of Students Served YTD</p>	 <p>Number of Friends of the Neville Memberships YTD</p> <p>744</p>	<p>252 programs</p> <p>23,800 People</p> <p>Number of Programs, Outreach & People Served</p>
 <p>18</p> <p>Number of New Exhibits YTD</p>	<p>Number of Volunteer Hours Worked YTD</p> <p>4,369</p> 	<p>Number of Unique Website Visits YTD</p> <p>*101,540</p> <p><small>*since the launch of the new website in June 2011</small></p> 



The

MUSEPAPER

Neville Public
Museum
of Brown County

January - March 2012

usbank. Presents:



Money isn't just dollars and cents. The ancient Aztecs used chocolate for money and Yap islanders used 500-lb. stones! So what is money and how does it work? Now families, adults and children can explore the history, science, math and economics behind money in *Moneyville*. This new, highly interactive exhibit uses the familiar and fascinating subject of money to build math skills and promote economic literacy in a fun, immersive urban environment.

Featured inside this issue:

From the Director	2
Upcoming Exhibits	3
Museum Info	4
Wish List	4

Inserts:

Staff Directory
Calendar of Events
Current Exhibit News
Odds and Ends

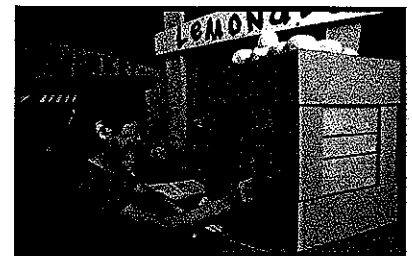
In today's shaky economy, building a strong foundation of math skills has never been more important. Clearly, everyone stands to gain from learning how to be more money-savvy. And where do these smarts begin? By establishing solid math skills at an early age. A recent study by the National Council of Teachers of Mathematics reveals that many students are not learning the mathematics they need in school. That's where *Moneyville* comes in. Whiz-bang computer games, a multitude of video screens and eye-popping graphics engage kids (and their parents!) in a variety of activities that show them how using math is fun.

Visitors enter the vibrant "city" of *Moneyville* and embark on an exciting tour through a money factory, an anti-counterfeiting lab, a bank, a shopping district, a stock market and an international shipping dock. Hands-on activities range from creating your own "money," to running a lemonade stand and seeing what a million dollars looks like. Throughout the exhibit, visitors discover how money is made, spent, earned and saved, and how it connects people around the world. As participants engage in the multiple activities, games, and simulations of this imaginary city, they discover economic concepts, math skills and problem-solving strategies that can help them in their real-life decision making. *Moneyville* meets national math and economics standards, making it ideal for school groups grades K-8. So come on down to *Moneyville* and learn all there is to know about money and more! *Moneyville* is on display from **January 14, 2012 until May 6, 2012.**

Moneyville is presented by **U.S. BANCORP** with additional support from:



**Bill
Buerschinger**



Moneyville was made possible by the generous support of the National Science Foundation, the James F. and Marlon L. Miller Foundation and The NASDAQ Stock Market Educational Foundation, Inc. The exhibit was created and is toured by the Oregon Museum of Science and Industry. MONEYOPOLIS is a registered trademark of Ernst & Young. The MONEYVILLE trademark is used under license.



The MUSEPAPER

From the Director: Rolf Johnson



Photo by Elda Brizuela

Happy New Year! To you, our friends, volunteers and members of the Neville Public Museum family, I offer my sincere hope that 2012 is off to a great start! The *Musepaper* is just one vehicle that allows us to communicate with you in order to share news of upcoming exhibits, events and programs, as well as to share both good news and challenges facing our museum. But the *Musepaper* is only one of the tangible items provided to members of the Museum. To this growing list, we're excited to let you know about a brand new member benefit for 2012!

The Neville Public Museum is joining ASTC: The Association of Science-Technology Centers based in Washington, DC. ASTC is a global nonprofit organization of science centers and museums committed to raising public understanding of science's role in solving critical societal issues, and its value in igniting and nurturing the innovative spirit that people of all ages need for success in today's world. ASTC also has one of the best "reciprocal museum" programs around!

What does this mean? Starting in spring 2012, you, our members, will be able to visit over 300 museums in more than a dozen countries and across the USA: places like the Field Museum, Museum of Science and Industry

and Adler Planetarium in Chicago; the Science Museum of Minnesota; the Madison Children's Museum; Discovery World at Pier Wisconsin and my old "alma mater," the Milwaukee Public Museum!

As a scientist myself, I'll admit to a bias regarding ASTC's mission, but it's important to let you know that the Neville also recognizes the connection that science has to our other two programmatic and curatorial areas of focus: art and history. Science and technology have become important tools in the creative process that many artists employ, and nature (i.e. natural science) continues to inspire many an artist. And the expanding role of science in creating greater understanding about the history of our planet's many civilizations and cultures cannot be overstated.

One of my own favorite examples of this is the work I witnessed at the USS Monitor Center in Newport News, VA. Here, an amazing effort is being conducted to learn more about the famous Civil War-era ironclad, the USS Monitor. I remember climbing a 20 foot ladder to gaze down at the 120-ton, wrought iron turret of this famous warship: a turret immersed in a tank filled with 90,000 gallons of treatment solution, as scientists and historians worked side-by-side to carefully preserve and study this and other amazing artifacts recovered from their watery grave in the year 2000.

2012 will also see renewed efforts to strengthen and align the public/private partnership between Brown County and the Neville Public Museum Foundation: a partnership that is critical for our future sustainability and success. So with this as context, let me again express my gratitude for your membership and support. This will certainly be an exciting year for the Museum; one that I hope will bring you back to visit time-and-time again!

More from the Director:

Get Ready to Visit...

Museum PLACE— an exhibit about place and our connections to the community and region we call home! Featuring thematically linked, interactive experiences which engage people and groups in fun, participatory games and challenges. Coming to the Neville summer 2012. See the next *Musepaper* for more details.

More than an exhibit...it's an experience!



ASSOCIATION OF
SCIENCE-TECHNOLOGY
CENTERS
INCORPORATED

Photo courtesy of the Association of
Science-Technology Centers
Incorporated

**Participatory
Learning
And
Community
Exchange**



Upcoming Exhibits

Geology Rocks!: Celebrating 50 Years of the Neville Public Museum Geology Club
January 28, 2012 - May 20, 2012

What is so fascinating about the science of geology? Why do people collect rocks, minerals and fossils? And why does geology matter to me?

More than just science, ***Geology Rocks!*** incorporates history, art, personal experiences, group activities, regional jobs and Wisconsin's third largest industry. This exhibit has it all: fossils, gems, jewelry, killer asteroids, volcanoes, earthquakes, minerals, lapidary, crystals, bedrock, mining, collecting, exhibit graphics, hands-on interactives... and, of course, lots of fascinating rocks!

And don't forget the Geology Club's **Rock, Gem & Mineral Show** to take place **Saturday, April 14th from 9 a.m. to 5 p.m. and Sunday, April 15th from 10 a.m. to 4 p.m.** Featuring 10 retail dealers with a world-wide selection of reasonably priced jewelry, minerals, gems, fossils and lapidary—all for sale. A **Special Admission Fee** covers admission to both the Museum and the Rock, Gem & Mineral Show: \$3 for adults and \$1 for children 6-18 years old, children 5 years old and under are free. As always, members are free.

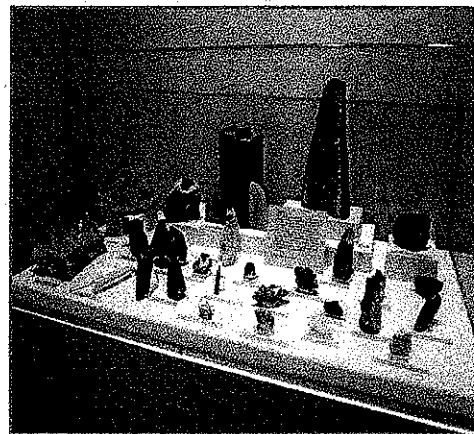


Photo by Larry LaMalfa

Football: The Exhibit

May 19, 2012 - September 9, 2012

Football brings all the excitement and experience of playing football while teaching the science, technology, engineering and math that make it all possible. Featuring 25 hands-on units, *Football* covers everything from the history of the game, to the equipment, to the medical technology used in injury prevention. Try and match the speed of an NFL running back, learn the physics of tackling and the balance needed for cheerleading too. So what are you waiting for? Put your helmet on, get in there and score a touchdown at *Football!* Coming to the Neville courtesy of the Museum of Discovery.



Photo by the Museum of Discovery

1812

February 25, 2012 - May 6, 2012

The war that made Wisconsin American. Sometimes called the forgotten war, the War of 1812 is often taught as an afterthought to the American Revolution. The war had a great impact though on Wisconsin and the other would-be states of the Old Northwest. Using artifacts, interactives, and graphics, this exhibit tells the stories of the various players in the war—Menominee, British, French, Ho-Chunk and American—and its impact on them.

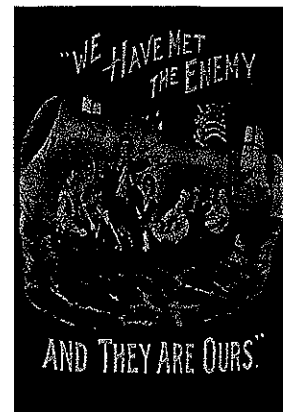


Photo by Larry LaMalfa

The Artists of Studio 210: 2011

February 11, 2012 - April 22, 2012

A small exhibition in the Mezzanine, featuring the artists who participated in the Museum's *Studio 210: Working Regional Artists* program during the 2011 calendar year, opens February 11th and continues through April 22, 2012.

This exhibition includes paintings by: Maura Vazquez, Lawrence Jankowski, Meg Anderson and Sally Berner plus jewelry by Angie Neal.

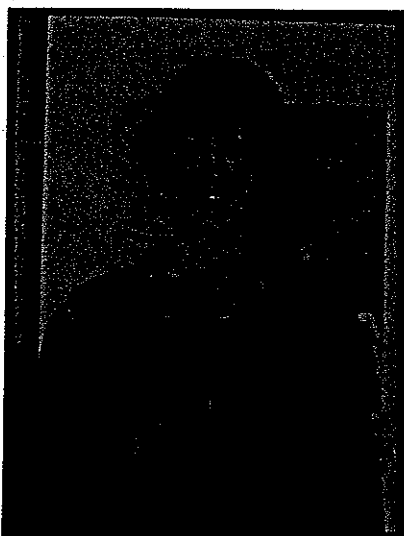


Photo provided by Maggie Dernehl

Meet Maggie— the Neville's New Exhibit Technician!

From intern, to volunteer and then Cataloger, Maggie is settling in to her new role as Exhibit Technician.

Name: Maggie Dernehl

Hometown: Ashwaubenon, WI

Education: Bachelor degree in History from UWGB, minor in Humanistic Studies;
Master degree in Public History with a Museum Studies emphasis from UW-Milwaukee.

What will you do in your role as Exhibit Technician?

I will be maintaining current exhibits and will also be working with the curators to create/build/install their exhibits.

What are you most looking forward to in this new position?

Looking forward to building new things and always working on something new.

Welcome New Members!

Individual: Tammy Mirro, James (Ed) Smith, Sandra Wyand, Mary LaRoche, Pinky Betts, Mary Kay Hamachek, Sally Hansen, Adolph Kannewurf, Janet Klipstine, Garnet Naarup, Monica Nauman, Mary Santy, Patricia Grimm, Judy Larmouth, Janette Meverden, Mary Jane Herber, Jim ORourke, Rosie VanderKelen

Family: Terry Clancy, Kathy Cook, Dawn Seubert, Fran Michaels, John & Sara Straub, Robert Blomiley, Moira Krzewina, Keith & Judy Pamperin, Richard & Colleen Hawley, Josh Walter, Judith Sickman & Matthew VerBoort, Loreli Dickinson, Clive & Brenda Gasparka, Robert Pittluck, John E. Smith & Michelle Nikolai, Jeffrey J. Huguet, Bob & Donna Lytie, Vig Family, Jim & Diane Warpinski, Margie Geurts, Vern & Judy Krawczyk, Jeff & Jackie Mirkes, Greg & Barbara Robinson, Christopher & Francesca Elfner, Michael & Joan Thron

Pioneer: John & Joan Mills, Emmet Weber, Christine Style, David Klika

Become a Friend of the Neville!

There are numerous membership levels ranging from Individual to Corporate, with benefits including free admission, 10% discount in the Neville Gift Shop, invitations to exhibit opening receptions and more! Call 920-448-7847 or visit our website at www.nevilepublicmuseum.org/foundation for more details.

Staff Directory & Contact Information

Museum Main Phone, (920) 448-4460

Admissions Desk/Security, (920) 448-7842

Gift Shop, (920) 448-4462

Maggie Dernehl, Exhibit Technician, (920) 448-7854
dernehl_mm@co.brown.wi.us

John Jacobs, Curator of Science, (920) 448-7849
jacobs_jp@co.brown.wi.us

Rolf Johnson, Director, (920) 448-7843
johnson_re@co.brown.wi.us

Larry La Malfa, AV Technician, (920) 448-7852
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Rebecca Looney, Curator of History, (920) 448-7848
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Louise Pfothenhauer, Curator of Collections, (920) 448-7845
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Kathy Rosera, Office Manager, Neville Public Museum Foundation
(920) 448-7847, rosera_kh@co.brown.wi.us

Jenny Seim, Marketing Assistant, Neville Public Museum Foundation
(920) 448-7874, seim_jl@co.brown.wi.us

Marilyn Stasiak, Curator of Art, (920) 448-7846
stasiak_mf@co.brown.wi.us

Matt Welter, Curator of Education, (920) 448-7851
welter_mt@co.brown.wi.us

January

- 4 Traveling Treaders Fiber Arts Guild. 10 a.m. - 2 p.m.
- 5 Art Annual tour with Marilyn, Curator of Art. Noon.
- 11 Natural History Lecture Series: *Exploring Brown County's Cultural & Natural History with GIS Maps*. 6:30 p.m. Free.
- 18 International Film Series: *Hmong Films* (Various). 7 p.m. Free.
- 19 Art Annual tour with Marilyn, Curator of Art. Noon.
- 21 Traveling Treaders. 10 a.m. - 2 p.m.

February

- 1 International Film Series: *A Good Man* (U.S., 2011). 7 p.m. Free.
- 1 Traveling Treaders Fiber Arts Guild. 10 a.m. - 2 p.m.
- 2 Art Annual tour with Marilyn, Curator of Art. Noon.
- 8 Astronomical Society: *Astronomy you Never Heard of*. 7 p.m. Free.
- 8 Natural History Lecture Series: *TSI- Tornado Scene Investigation: The Art & Science of Storm Surveys*. 6:30 p.m. Free.
- 11 Moneyville activities for Girl Scouts. 9 a.m., 11 a.m., 1:30 a.m. 60 per slot.
- 15 International Film Series: *The Colors of the Mountain* (Columbia, 2010). 7 p.m. Free.
- 18 Traveling Treaders. 10 a.m. - 2 p.m.
- 22 Geology Club Monthly Meeting. 6 p.m. silent auction, 7 p.m. meeting. Free.
- 22 Moneyville Lecture: *Identity Theft*. 6:30 p.m. Free.
- 29 Moneyville Lecture. 6:30 p.m. Free. More details to come.

March

- 7 Traveling Treaders Fiber Arts Guild. 10 a.m. - 2 p.m.
- 7 International Film Series: *Disgrace* (Australia, 2008). 7 p.m. Free.
- 10 Webelos Scout Art Day. \$10/scout, \$2/scout adult. 9-11 a.m. art activities, 11 a.m. scavenger hunt and museum exploration. Limit 60 Webelos.
- 14 Astronomical Society: *Observatory Construction*. 7 p.m. Free.
- 14 Natural History Lecture Series: *My Life as a Paleontologist*. Presented by Rolf Johnson. 6:30 p.m. Free.
- 17 Traveling Treaders Fiber Arts Guild. 10 a.m. - 2 p.m.
- 21 International Film Series: *The Tiger and the Snow* (Italy, 2005). 7 p.m. Free.
- 23 Spring Break Craft Day: *Pet Rocks*. \$3 for one pet rock or \$5 pet rock with pets (smaller rocks). Decorations included. Participants can do a scavenger hunt in the *Geology Rocks!* exhibit while waiting for pet rocks to dry.
- 28 Geology Club Monthly Meeting. 7 p.m. Free.
- 31 Dinosaur Egg Hunt- Plus! Find 3 eggs per child, plus dinosaurs, foreign coins, fossils, stones and fools gold. \$10/general public, \$8/member. Children must be accompanied by parents.

Exhibit Schedule

Closing Jan. 2	<i>Peregrine Falcon: The Return of an Endangered Species</i>	Opening Jan. 14	Moneyville
Closing Jan. 15	<i>Holiday Memories: Prange's Christmas Windows</i>	Opening Jan. 28	Geology Rocks!
Closing Feb. 5	<i>Woodcuts by Daniel F. Dickhut</i>	Opening Feb. 11	The Artists of Studio 210: 2011
Closing Feb. 12	<i>The 67th Art Annual</i>	Opening Feb. 25	1812
		Opening June 9	Museum PLACE

Permanent Exhibit/Program Areas

- On the Edge of the Inland Sea
- Hometown Advantage: The Community and the Packers, Video Exhibit
- Discovery Room
- Studio 210: Working Regional Artists



67th Art Annual Juried Exhibition Award Winners Announced

Six Artistic Excellence Awards were presented during last November's opening reception for the 67th Art Annual Juried Exhibition. The winners were:

Martha Coaty, *Yellow Shore*, photography
William Dais, *Entropic Midwest 3*, oil on panel
Daniel Klewer, *William and the Host*, oil and acrylic on canvas
Michael Letts, *Pheromone Nest I*, acrylic on wood
Lee Mothes, *Maui Thunder*, acrylic on canvas
Christine Style, *Holy Heart*, woodcut and paint

Judge Randall Berndt selected the six award-winners from among the 40 artworks included in the exhibition itself. Berndt, an artist and curator of the James Watrous Gallery in the Overture Center for the Arts (Madison), was pleased to discover the "wide range of approaches to art-making and personal expression" he found in the exhibition.

In his statement, he called the exhibition "a visual feast where subject matter comes alive with vision and skill in different ways." He went on to say that he was happy to see "works that are sophisticated and worldly as well as pieces that won me over by showing me a feeling for place, a sense of humor, and the welcoming instance where someone's personal story shows through the picture-making."

This year, a total of 91 artists entered 166 different artworks into the competition. From these, Berndt chose 40 artworks by 40 artists for inclusion in the exhibit itself.

The 67th Art Annual features artworks done in a variety of media, including photography, painting, printmaking, sculpture, embroidery, collage and mixed media. It continues through February 12th.

Marilyn Stasiak, Curator of Art, will offer tours of the 67th Art Annual at noon on January 5th, 19th, and February 2nd. Each tour will last about one-half hour. Pre-registration is not required.

Our thanks to this year's award sponsors, Donald P. Taylor, Wendell & Shanna Ellsworth, Dr. Bill & Sandy Schneider, Patricia B. Huebsch and Ann Kapitz. Their support of the artists, the exhibition, and the Museum is very much appreciated and important.

Woodcuts by Daniel F. Dickhut Continues through February 5th

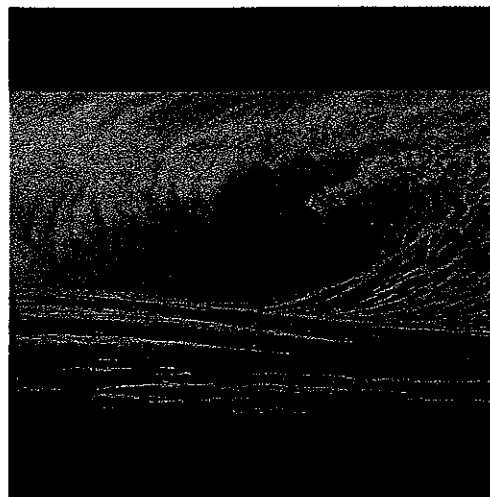
A series of woodcut prints by Daniel F. Dickhut continues in the Mezzanine through February 5th. The large-size prints are accompanied by the corresponding wood blocks from which they were made, or "pulled."

Daniel F. Dickhut established the art department at St. Norbert College in De Pere, where he was the first lay professor. He retired from the College as Professor Emeritus after teaching there for 42 years. These wildlife prints were given to the Museum after his death in 2008.

A woodcut is one of the oldest methods of making prints. To make a woodcut, the artist carves an image into the surface of a block of wood. The areas to show white are cut away, while the image to be inked and printed remains level with the original surface of the wood.

A roller, or brayer, is used to apply thick ink onto the wood. The ink remains on the flat surface, but does not sink into the chiseled-out areas. The image is transferred by pressing an absorbent sheet of paper onto the inked surface. Visit *Woodcuts* and see the final result yourself!

Current Exhibit News



Maui Thunder by 67th Art Annual
award winner Lee Mothes.

The Port of Green Bay Continues through 2012

Did you know that about 200 commercial vessels arrive each year at the Port of Green Bay? Or that over 800 family-wage jobs are directly dependent on the Port? Discover this and even more while visiting *The Port of Green Bay*.



Learn how Wisconsin's third largest port impacts the economic health of our region in this exciting exhibit. Through a series of aerial photos, charts, video and more, learn what, where, and how raw materials are transported in and out of Green Bay.

Photo courtesy of the Brown County
Port & Solid Waste Department.

Odds and Ends

See What's in the Neville Gift Shop!

Photos by Larry LaMalfa



Moneyville-related items!



Geology Rocks-related items, too!



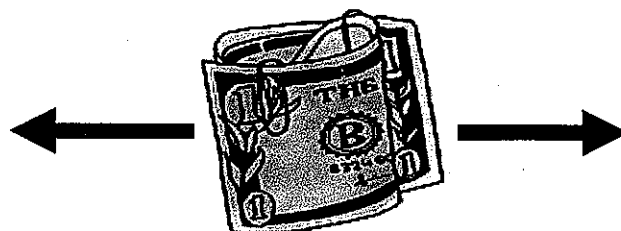
Green and gold merchandise is here!

Kids Activity

By Matt Welter, Curator of Education

Dollar Bill Paper Clip Trick

Here's a fun trick: Take a crisp dollar bill and fold it like the picture to the right (from the top it will look like the letter "S.") At the two places where paper meets paper, put a paper clip along the top to hold the paper together. Hold the bill by the two ends and pull rapidly. The clips will fly off and will be chained together.



Pull Outward Quickly

Neville News By the Numbers!

Over 700
Facebook likes!



One lead sponsor,
U.S. BANCORP,
for Moneyville!

Photo by Larry LaMalfa

Over 400
Monster
Mayhem
attendees!



Graphic by Katie Clancy



251 Christmas on
the Fox attendees!

Photo by Larry LaMalfa

Thank YOU for Supporting the Neville Public Museum!

LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

Library Report December, 2011

General

The Friends of the Brown County Library's 22nd annual Give-A-Kid-A-Book campaign collected new books that were distributed to parents of over 6100 low income children in our area as part of the Salvation Army's Holiday Giving program. Distribution took place at ShopKo Hall on December 21 and 22. Betina Driver, the campaign's honorary chairperson, staff and volunteers worked in shifts to help parents 'shop' for the perfect book for their child/children over the two day period.

Central Library

The skylight project is complete! The difference in lighting and energy efficiency is remarkable as well as the aesthetic appeal.

The library reached its annual circulation goal of 2.5 million - **2,506,754** physical items to be exact. This is Brown County Library's all-time high for annual check outs. All of the reports for digital/electronic/virtual/downloadable checkouts are not yet available but those numbers will increase the annual checkout totals to nearly 2.6 million! This is a record-setting year!

A photographic exhibit featuring the Green Bay Packers 2010 season is on display now through Super Bowl weekend. This impressive array of color photos taken by Green Bay Press-Gazette photographers gives a real sense of the game. Copies of the book, *Green, Gold and Glorious*, that feature the same photos and more is available for purchase at the library with a portion of the sales benefiting the Friends of the Brown County Library. The exhibit is made possible by the Green Bay Press-Gazette and Camera Corner Connecting Point.

Special Education students from Preble High School participated in their first class visit to the Central Library for stories and book borrowing on December 6. Subsequent visits are being planned.

The Moms & More organization held their December meeting at the Central Library at which a Children's Librarian presented a story time and shared information on library services.

Panera Bakery again provided free refreshments for the Central Library's annual tree-trimming event for kids and families.

Central Library staff finished evaluating and weeding the Bookmobile's entire collection, and selected a fresh collection of adult and children's books from the Central Library shelves along with newly purchased items.

Central Library staff is responding by presenting public demonstrations of how to download free eBooks through the library's connection to Overdrive. So far, four sessions are planned for January: one for iPad, one for Kindle, and two for Nook users (the latter will be presented by a Barnes & Noble Representative). Many customers also call and walk in with eBook questions, and library staff are getting additional training to handle these requests, focusing on the library's Overdrive eBook source.

The holiday decorations were provided by The Garden Club of Des Peres.

Ashwaubenon Branch

Children (and adults) had a great time when Mrs. Claus visited. She read stories, sang songs and told secrets about Santa Claus.

The ABC Readers met at the Olive Garden for their Christmas book club meeting. This month was even more festive because we read the book Simple Times: Crafts for Poor People by Amy Sedaris. Everyone was asked to make a craft –or bring a craft they had made previously. A lively “show & share” session ensued. Staff got together to make an igloo and a gingerbread house. Both works of art will be on display through the end of January. Numerous compliments were received and some customers were surprised to learn that we made them. Please feel free to visit our branch and check them out!

Denmark Branch

A Santa visit was enjoyed by 67 people and the story time kids enjoyed making ornaments for the branch’s Christmas tree.

The Zoomalata Magic Show ‘wowed’ 35 people.

East Branch

Staff attended a monthly meeting of One Book, One Community and a community based committee meeting for Money Smart Week 2012.

Staff attended a Center for Financial Security at the University of Wisconsin-Madison sponsored webinar titled “Public Libraries as Financial Literacy Providers”.

Customer Appreciation Days were held on December 15th and 16th. Punch and cookies were served and Rental certificates purchased by the branch were given away as prizes. Customers were thrilled.

Kress Family Branch

“Peace” poster contest entries from local students were displayed.

The holiday decorations were provided by Twigs.

Pulaski Branch

Frosty’s Holiday is an annual community-wide event. The library participates by hosting horse-drawn hayrides; visits from Santa and Mrs. Claus; a marshmallow roast; and serving refreshments.

Southwest Branch

All staff worked hard to assist volunteers with tagging; learn the new RFID technology; report glitches with the system; teach patrons how to use it; and present it to the public in a positive manner.

24 volunteers worked 268 hours over a period of 12 days in November to tag and convert nearly 20,000 items at the SW branch with the new RFID tags! Several volunteers helped with the Open House, assisting patrons in using the new self-check.

Staff presented two story times in Spanish at the Central Library for Keller Elementary.

Weyers-Hilliard Branch

A new self-check machine, purchased by the Friends of the Library, has been installed and has been an instant hit with customers. The branch now has two self-service machines.

A table-height catalog station is now available making the catalog accessible to children and customers who use wheelchairs.

There has been much interest and many questions about the recently installed solar panels. Up-to-the-minute progress and activity can be seen at <http://enlighten.enphaseenergy.com/public/systems/CGy332093>

Wrightstown Branch

An ornament making party for the branch's blue and white Christmas tree had 15 children attend to make ornaments.

A new partnership with the Wrightstown Police Department with children's programming was formed in December. The Chief of Police will be joining staff for one Tuesday story time and one Wednesday night per month to talk with the children about safety.

The Wrightstown Area Library Committee is in the beginning stages of planning the Annual Wine Event to be held at Mid Vallee Golf Course just outside of Wrightstown. The event will be held on Saturday, March 3rd.